

Technology Applications

Grade: 5 th Grade				
Lessons Within Nine Week Timeframe				
Unit: Computer Fundamentals				
Focus	TEKS	Students will Learn	Vocabulary	Guiding Questions
Keyboarding Proficiency Weeks 1-9	1A. use technology terminology appropriate to the task;	I can sit properly at the computer when keyboarding (sitting up straight, feet flat on the floor, wrists slightly curved, body centered, and elbows at the side).	Touch Keys	"Why do you think it is important to learn the correct way to type?"
	1C. identify and describe the characteristics of digital input, processing, and output;		Reach Keys	"Is it important to be able to type fast?"
	2A. use a variety of input devices such as mouse, keyboard, disk drive, modem, voice/sound recorder, scanner, digital video, CD-ROM, or touch screen;	I can place my fingers on the keyboard correctly without looking at it.	Home Row	"Can anyone give me an example of an input or output device?"
	2B. use proper keyboarding techniques such as correct hand and body positions and smooth and rhythmic keystroke patterns;	I can type the keys on the Home, Upper, Lower and Number Rows without looking and without any errors.	Upper Row	"What are the touch keys? How are they different, and why?"
	2C. demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate;	I can use the Shift Key and know when it is appropriate to use the Caps Lock.	Lower Row	"What are the reach keys? Why are they called reach keys?"
	2F. demonstrate an appropriate speed on short timed exercises depending upon the grade level and hours of instruction.	I can identify when the Caps Lock Key is on.	Number Row	
		I can Keyboard without looking at a speed of 20 wpm without looking at the keyboard.	QWERTY	
			Alphanumeric	
			Posture	
			Words Per Minute (wpm)	
			Shift Key	
			Caps Lock	
			Input / Output	



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Computer / Internet Navigation Weeks 1-2	<p>1A. use technology terminology appropriate to the task;</p> <p>1B. save and delete files, uses menu options and commands, and work with more than one software application;</p> <p>1C. identify and describe the characteristics of digital input, processing, and output;</p> <p>1D. delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity; and</p> <p>1E. access remote equipment on a network such as a printer or other peripherals.</p> <p>4A. apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies;</p>	<p>I can start a program/application.</p> <p>I can create a document and save it to a desired location.</p> <p>I can locate a file and open it with the appropriate application.</p> <p>I can navigate the file hierarchy of the local network.</p> <p>I understand what a network is and the function of our server.</p> <p>I can search for specific information on the internet and find it.</p> <p>I can find the functions necessary to perform specific actions using toolbars and menus.</p>	<p>Internet</p> <p>Intranet</p> <p>Share Drive</p> <p>Toolbar</p> <p>Menu</p> <p>URL</p> <p>WANs</p> <p>LANs</p> <p>CPU</p> <p>Server</p> <p>Hard Drive</p> <p>Peripheral</p> <p>Printer</p> <p>USB</p> <p>Scanner</p> <p>Speaker</p> <p>Mouse</p> <p>Monitor</p> <p>Search Engines</p> <p>Program</p> <p>Application</p> <p>Icons</p> <p>View</p> <p>Resize</p> <p>Mouse Over</p> <p>Scroll Bar</p> <p>Website</p> <p>Webpage</p>	<p>What is a hard drive?</p> <p>What is a CPU?</p> <p>What is the difference between the internet and an intranet?</p> <p>How do we use a network here at school?</p> <p>What is a Pin Drive? What would be the benefit of having your own Pin Drive? What are some other names for Pin Drives?</p> <p>What are some different ways of saving a file?</p>



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Desktop Publishing Weeks 3-4	<p>1C. identify and describe the characteristics of digital input, processing, and output;</p> <p>2C. demonstrate touch keyboarding techniques for operating the alphabetic, numeric, punctuation, and symbol keys as grade-level appropriate;</p> <p>2D. produce documents at the keyboard, proofread, and correct errors;</p> <p>2E. use language skills including capitalization, punctuation, spelling, word division, and use of numbers and symbols as grade-level appropriate;</p>	<p>I can type a document in a Word Processing application.</p> <p>I can format my font attributes.</p> <p>I can cut, copy and paste text and images as needed.</p> <p>I can edit my document using spell check</p>	<p>Word Processing</p> <p>Format</p> <p>Alignment</p> <p>Fonts</p> <p>Bold</p> <p>Italics</p> <p>Attributes</p> <p>Toolbars</p> <p>Copy Paste Cut</p> <p>Edit Undo Redo</p> <p>Default Settings</p> <p>Dialogue Box</p> <p>Document</p> <p>Check Box</p> <p>Insertion Point</p> <p>Drop-Down List</p>	<p>What is the difference between word processing and desktop publishing?</p> <p>When would you use desktop publishing instead of plain word processing?</p> <p>Do you have a favorite font that you like to use?</p> <p>When would you use different types of fonts?</p> <p>Do you think it is important for people to be able to read the fonts that you choose?</p>



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Desktop Publishing Weeks 3-4	<p>7B. use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia;</p> <p>7C. use a variety of data types including text, graphics, digital audio, and video.</p>	See Above	Exit Field Close Modify File Extension File Format Text Box Highlight Hard Copy/Soft Copy Help Menu, Landscape, Margins, Portrait, Page Break, Orientation, Smart Quotes, Spell Check	See Above



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Spreadsheets Weeks 5-6	7B. use appropriate software to express ideas and solve problems including the use of word processing, graphics, databases, spreadsheets, simulations, and multimedia; 10A. use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience; 10C. use appropriate applications including, but not limited to, spreadsheets and databases to develop charts and graphs by using data from various sources.	I can merge cells together.	Spreadsheet	When do you use spreadsheets?	<u>EasyTech Curriculum:</u>	District Spreadsheet Software
		I can insert new rows and columns.	Cell	What is a cell?	Parts of a Spreadsheet	http://www.learning.com/ (EasyTech)
		I can insert an individual cell.	Cell Address	When would you use a pie graph?	Tables and Data	http://www.ncwiseowl.org/kscope/ (Toy Shopping Activity)
		I can highlight a given cell or set of cells.	Column	When would you use a bar graph?	Cell Formatting	http://www.ncwiseowl.org/kscope/techknowpark/MiniPosters/Poster18.html (Spreadsheet Word Search)
		I can format fonts within cells.	Row	When would you use a line graph?	Columns and Rows	http://www.buddyproject.org/capers/
		I can insert a chart within my spreadsheet.	Merge	What is the benefit of using a spreadsheet over a word document?	Pie Charts	http://www.belmar.k12.nj.us/public/everyday_spreadsheets/
		I can insert and organize data.	Data	What kind of data might you want to track in spreadsheet?	Coin Toss Probability	http://vod.esc11.net/videos/28228/chp935641_256k.asf
		I can add and format borders.	Labels	What is a label?	Bar Graphs	http://alicechristie.org/edtech/ss/
		I can choose the correct type of chart for the data set.	Legend	What is data?	Ethnic Food Survey	http://library.thinkquest.org/J0110054/CClassroom_Activities.html
		I can format, manipulate and modify the chart.	Functions		Line Graphs	http://www.internet4classrooms.com/on-line_excel.htm
			Formulas		Weekly Reading Graph	
			Format		Student Interview	
			Charts		Toy Shopping Spree	
			Graphs		Wpm Progress	
			Bar Graph			
			Line Graph			
			Pie Graph			
			Value			
			Percentage			
			Interpret			
			Probability			
			Analysis			
			Border			



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Presentation Software Weeks 7-9	5A. acquire information including text, audio, video, and graphics;	I can create new slides and duplicate slides.	Animation	Have you ever watched a presentation before?	<u>EasyTech Curriculum:</u>	District Presentation Software
	7A. use software programs with audio, video, and graphics to enhance learning experiences;	I can insert pictures and text boxes.	Presentation	What did you like about the presentation?	Audience and Organization	http://www.learning.com/ (EasyTech)
	7C. use a variety of data types including text, graphics, digital audio, and video.	I can create custom animations.	PowerPoint	Have you ever created presentations for other classes?	Composing Slides	http://www.presentersresource.com/
	10A. use font attributes, color, white space, and graphics to ensure that products are appropriate for the defined audience;	I can add transitions between slides.	Slide	What are some instances you would want to use a presentation instead of a Word Document?	Enhancing Slides	http://www.vickiblackwell.com/ppt/
	11B. use presentation software to communicate with specific audiences.	I can insert information created with other programs.	Master Slide	What are some examples of topics that we could create a presentation about?	Evaluating and Presenting	http://pptheaven.mvps.org/
		I can present my slide show in front of a small group.	Graphics		Presentation Basics Quiz	
		I can modify, format, and manipulate the information in my presentation.	ClipArt		All About Me	
		I can add music to presentation.	Font		University Presentations	
			Transitions		Multicultural Presentation	
			ClipBoard			
			Slide Sorter			
			Narration			
			Background			
			Slide Design			
			Schemes			
			Timings			